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SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 48.1

Numbering Ocean Bills of Lading

I General

- A. In order to provide a control over the ocean bills of lading sent to the Program Accounting Section, Finance Division, in New York, the procedure outlined herein becomes effective immediately for Outport Offices.

II Assignment of Numbers

- A. Ocean bills of lading shall be numbered in sequence as received by the Outport Offices and the number assigned prefixed by the month number. For example:
1. The first ocean bill of lading received in January would be numbered 1 - 1 and the second 1 - 2, etc. through the remainder of the month.
  2. Numbers assigned to ocean loadings shall be recorded in the lower left hand corner of the form.

III Report on Numbers Assigned

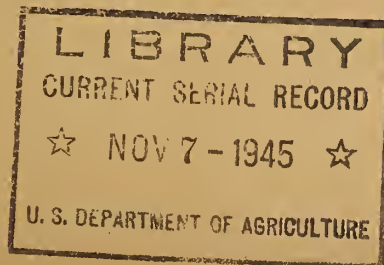
- A. At the end of each month, a report shall be made to the Program Accounting Section, Finance Division, in New York, on the total numbers issued during the month.
1. The Program Accounting Section will establish a numerical register for each Outport Office and record the date each ocean lading is received.

*John J. Anderson*  
Chief, Shipping and Storage Branch

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PHYSICS DEPARTMENT

CHICAGO, ILLINOIS

TO THE DIRECTOR

OF THE DIVISION OF THE PHYSICAL SCIENCES

FROM THE PHYSICS DEPARTMENT

CHICAGO, ILLINOIS

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